



Categories of Work-Life Effectiveness

Workplace Flexibility

Full-time options:

- Flex time
- Telecommuting
- Compressed workweek

Part-time options:

- Part-time schedule
- Job sharing
- Phased return from leave

Paid and Unpaid Time Off

- Personal days/vacation
- Paid holidays
- Paid family leave for new parents
- Release time for community service

Health and Well-Being

- Employee Assistance Program
- Concierge service
- Workplace convenience services
- Fitness center affiliations
- Fitness programs
- On-site work-life seminars
- Short-term disability (STD)
- Long-term disability (LTD)
- Family and medical leave (FMLA)
- General leaves of absence

Caring for Dependents

Child care:

- Child care resource and referral services
- Child care discount program at national providers
- Emergency backup child care service — center-based and in-home care

Elder care:

- Elder care resource and referral services
- Long-term care insurance
- Emergency backup elder care service

Financial Support

- 401(k) plan (with match)
- Personal financial planning service
- Pension plan
- Adoption reimbursement program
- Dependent care flexible spending account
- Health care flexible spending account
- Mortgage assistance program
- Pre-tax parking and transit benefits
- Accident insurance
- Cancer insurance
- Legal plan

Community Involvement

External outreach:

- Community volunteer program
- Matching gift program

Internal sharing:

- Shared leave program — donating personal/ vacation time to others facing emergency situations
- Disaster relief fund

Culture Change Interventions

- Diversity/inclusion initiatives
- Women's advancement initiatives
- Work redesign to reduce work overload and burnout
- Team effectiveness
- Work environment initiatives